

CLARKE COUNTY BOARD OF SUPERVISORS

May 18, 2004Regular Meeting9:00 a.m.

Board of Supervisors Meeting Room

At a meeting of the Board of Supervisors of Clarke County, Virginia, held in the Board of Supervisors' Meeting Room, Second Floor of the Circuit Courthouse, 102 N. Church Street, Berryville, Virginia on Tuesday, May 18, 2004.

Present

Chairman Staelin, Vice Chairman Hobert, Supervisor Dunning, Supervisor Byrd, Supervisor Weiss

Also Present

David L. Ash, Gem Bingol, Pam Lettie, Val Van Meter, Ed Breslauer, and other citizens and members of the press.

Call To Order

Chairman Staelin called the meeting to order at 9:05 a.m.

Adoption of Agenda

Add to Miscellaneous: Review of Board Priorities
Add Closed Session: Personnel and Real Estate Issues

Supervisor Weiss moved to adopt the agenda as modified.

The motion carried by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

Approval of Meeting Minutes

Supervisor Byrd noted a change on Page 956 Book 17 from Ms. Tuttle to Dr. Tuttle.

Supervisor Byrd moved to approve the minutes for Regular Meeting 4/20/04 and Board of Supervisors Budget Session 4/19/04 as written and Budget Public Hearing 4/12/04 as modified.

The motion carried by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

Consent Agenda

Resolution Proclaiming June 12, 2004 as Harry F. Byrd, Jr. Day

RESOLUTION

WHEREAS, 2004 marks the 50th anniversary of the Winchester Star Leadership Award being presented to an outstanding student leader at Clarke County High School; and

WHEREAS, \$317,000 has been presented to student leaders in the high schools of the counties of Clarke, Frederick and Warren and the City of Winchester during this fifty-year period; and

WHEREAS, these awards were originated and presented by the publisher of The Winchester Star, The Honorable Harry F. Byrd, Jr., to recognize outstanding high school students for their achievements and to encourage them to continue their education or vocational training; and

WHEREAS, the success of the awards program is reflected in the lives of the recipients who have received the awards and who will gather on June 12, 2004, as guests of Harry F. Byrd, Jr. and The Winchester Star to celebrate this significant and continuing awards program; now, therefore be it

RESOLVED by the Board of Supervisors of the Clarke County that June 12, 2004 is hereby proclaimed as Harry F. Byrd, Jr. Day in honor and recognition of his 50-year commitment to this unique leadership awards program and for his many abiding contributions and service to this community, The Commonwealth and the nation, and, be it finally

RESOLVED that the clerk shall prepare and transmit a copy of this resolution to Harry F. Byrd, Jr. and to cause the county seal to be affixed to said resolution.

John R. Staelin

Chair, Clarke County

Board of Supervisors

Supervisor Byrd moved to adopt the resolution as presented.

The motion carried by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

Citizen Comment Period

No citizens appeared to address the Board.

Virginia Department Of Transportation

Jeff Lineberry appeared before the Board of Supervisors to provide the monthly update. Bob Childress accompanied Mr. Lineberry.

Speed Studies

David Ash distributed the results of the speed study requests dated May 14, 2004. Jeff Lineberry said that the results from the most recent speed studies, Route 606, Route 634, Route 644, Route 649, Route 655, were faxed to David Ash on Monday, May 17, 2004. Chairman Staelin and Supervisor Dunning admonished VDOT for the delay in the issuance of their report, which did not provide time for review prior to the meeting. Mr. Lineberry apologized to the Board for the delay.

Mr. Lineberry informed the Board that no reductions in speed limits were recommended; however, warning signs and object markers will be placed in some of the study areas. Chairman Staelin expressed his frustration with the Department of Transportation and their disrespect for the safety of the citizens of Clarke County. Mr. Staelin informed Mr. Lineberry that during the recent election campaign all the Supervisors and Tony Roper, Clarke County Sheriff, heard from constituents that speeding was an issue in the County. He stated that the Board wants to support the Sheriff in his efforts to address citizen concerns. Jeff Lineberry explained that an across-the-board reduction in speed limits requires legislative action. He said that he was not opposed to reducing speed limits but it is a decision that is made by the Engineering Department.

Supervisor Dunning stated there was a lack of continuity with the speed studies and the recommendations made by VDOT and cited several examples to support his assertion. He opined that the actions of VDOT were arrogant and appalling. Supervisor Dunning stated for the record that the Highway Department has been obstinate and unprofessional in their approach to the speed situation in Clarke County and that if someone gets killed on one of these narrow spots in a safety situation he wants the Highway Department and the State of Virginia held accountable.

Supervisor Weiss said that VDOT's reasoning seemed faulty. Supervisor Byrd put forth that out-of-county commuters are trying to get to Route 7 as fast as possible and are using many back roads as feeder roads, which has increased the traffic and speeds. Mrs. Byrd further noted that Summit Point Road, one of the roads denied reduction from 55 MPH, is 45 MPH on the West Virginia side.

Following discussion, it was determined that a meeting with Jim Diamond, District Traffic Engineer, was necessary to review Board concerns. Chairman Staelin instructed Mr. Lineberry to work with David Ash to arrange a suitable date and time to meet with Mr. Diamond, as well as schedule a field trip through the County with the Board.

Other Matters

There was discussion with VDOT on a variety of matters.

- Route 612 by J&J Market [Doodles] – Bob Childress stated that they would be visiting today to review signs that need to be adjusted.
- Route 723 east of Millwood - constituents have complained about flooding near the South Gate Farm area.
- Route 723 west of Boyce – water drainage is an issue and a new culvert may be needed.
- Road flooding by Sam Birch's property, the third private entrance after 631.
- Route 608 near Grafton – pavement deterioration on the west bound side.
- Senseny Road by white fence area – water laying in ditches; deep ditches and no shoulder; to ease these problems, can the ditches be filled with rip-wrap.
- Route 7 by new signal – the sinkholes are from the trenches dug by the contractors.

Shenandoah Area Agency On Aging

Roberta Lauder, Director of Community Resources, for the Shenandoah Area Agency on Aging appeared before the Board to present preliminary plans for the proposed senior center. Mrs. Lauder brought greetings from the Director, Helen Cockrell, who was unable to attend the meeting. She thanked the Board for their support and the opportunity to provide them an update on the Clarke County Senior Center. She informed the Board that they have received three construction estimates from the preliminary plans distributed. She stated that the structure would be larger than the space they currently have and provide additional space for Parks and Recreation activities, as well as additional storage. \$700,000 has been established as the fundraising target using the average cost from the three estimates, with 5% added for inflation and an additional \$50,000 for equipment and furnishings.

Mrs. Lauder stated a group of persons including Lisa Cooke, Director Clarke County Parks and Recreation, will be meeting next week to work out the capital campaign. She said that they will be establishing a capital campaign committee and would welcome a liaison from the Board of Supervisors to join them on that committee.

Following discussion, it was determined that the Finance Committee would work with the Agency on establishing a detailed plan and timeline to bring back to the Board of Supervisors. Some of the details that need to be determined include the bidding process and the level of funding needed before the final plans are drawn.

Chairman Staelin advised Mrs. Lauder that since the structure would be built on County property a memorandum of understanding would be needed. He said that these are best drawn up early in the process to eliminate any surprises. Mr. Staelin questioned whether there would be separate heating and cooling. Roberta Lauder said that she was not certain and would check on the matter. Supervisor Weiss asked if they would consider wastewater use and the possible impact, if any, on the sewer line.

Supervisor Dunning opined that from the preliminary plans it appears to have been well thought out. He said that the \$700,000 estimate seemed rich considering it is 4,700 square feet, one story and built on a slab but conceded that commercial kitchens are expensive. Bonnie Dodson, current Senior Center Director, said that they would be preparing the food for the Meals on Wheels program and would increase the capacity from 70 to 150. Lisa Cooke assured the Board that \$700,000 was just a rough estimate and they had used the high end.

Chairman Staelin asked if the original plans for the Recreational Center building included the space for a Parks Office as noted on the preliminary plans presented. Ms. Cooke said she would check to see if it had been included in the original plans. David Ash apprised the Board that Parks and Recreation had not been included in the recent space studies performed by Moseley Architects. Mr. Staelin stated that he did not want to spend more than necessary but he noted that since they would have a construction project at the site the option of building a Parks Office should be considered at the same time.

Mr. Staelin stated that fundraising for this project is important. He advised that the more funds the Agency raises the easier it will be to go to get County support. He noted that approximately 15% of the County are senior citizens. Further, of the lower-income residents, under \$35,000 per year, more than half are age 55 or older. Supervisor Byrd recommended speaking with Congressman Wolf to solicit support for the project. Mrs. Lauder stated that she and Helen Cockrell would be setting up an appointment with the Congressman.

Electoral Board – Voting Machine Request

Don De Haven, Electoral Board Chair, appeared before the Board to discuss the purchase of voting equipment. He briefly covered the Help America Vote Act notifying the

Board that the deadline to replace the current voting machines is January 2006. He informed the Board that \$108,000 would be Clarke County's share of the proportional federal money available to fund the upgrade. Mr. De Haven stated that they had spoken with neighboring counties regarding the electronic equipment they are testing and/or in the process of purchasing. He informed the Board that after looking at several companies they have selected Election Systems and Software [ES&S] to provide equipment and services.

Gary Greenhalgh, sales representative for ES&S, addressed the Board regarding iVotronic equipment and service. He informed the Board that they created their first electronic version in 1993 and their first use in an election was in 1995. Mr. Greenhalgh stated that they had equipment in the City of Winchester, New Kent County, Pulaski and other locations within Virginia, as well as other states. He said that he had put together a contract that included the replacement of the 22 current voting machines, Election Day support and 13 days of training over the next three election cycles. The proposed cost is \$89,985.

Mr. Greenhalgh informed the Board that currently ES&S does not have a signed contract with the State of Virginia. He attributed this to an administrative error on the State level. Mr. De Haven urged the Board to move forward as soon as possible to have the equipment in place for use in the upcoming 2004 election and while the federal funds were available. He further explained that after Board of Supervisors' approval additional approvals were required from several State agencies.

Chairman Staelin stated that these were contractual issues and requested that the matter be moved to the Finance Committee. He requested that David Ash, Tom Judge and the Finance Committee review the matter and report back to the Board at there next regularly scheduled meeting set for June 15, 2004.

Supervisor Dunning moved to transfer the matter to the Finance Committee for review and to provide their suggestion to the Board of Supervisors at there next regularly scheduled meeting set for June 15, 2004.

The motion carried by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

Mr. Ash advised that he would check with Tom Judge to determine whether a supplemental appropriation was required and on what amount a Public Hearing would be required.

Special Entertainment Permit – 29th Annual Virginia Wine Festival – August 21 & 22, 2004 at Historic Long Branch

Chairman Staelin stated that the submission of the special entertainment permit for the 29th Annual Virginia Wine Festival to be held on August 21 and 22, 2004 at Historic Long Branch had been submitted to the Board in order to meet the time requirement but reminded those present that no decision would be made regarding the permit until after the Vintage Virginia Wine Festival to be held on June 5 and 6, 2004 at Long Branch.

Gordon W. Murchie, President, Vinifera Wine Growers Association, distributed a memorandum to the Board that provided an overview of the Vinifera Wine Growers Association who are sponsoring the August event. He explained that the festival includes the annual Virginia Wine Competition. Mr. Murchie said that the primary effort of the annual event was to provide wine and food educational lectures and demonstrations for

the attending public. He assured the Board that it was their desire to work with the Board and "all other concerned county and civic officials to ensure a successful, secure and educational experience for all who would attend the annual August Virginia Wine Festival."

Supervisor Weiss moved to set the matter for public hearing on June 15, 2004, at 10:00 a.m. or as soon thereafter as the matter may be heard.

The motion carried as follows:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

Set Public Hearing – Text Amendment [TA-04-05]

The Clarke County Planning Commission will consider the amendment of the County Zoning Ordinance:

*a. Section 4-H-3 Height Limitations,
b. Section 4-J-5 Limitations on Off-Street Parking,
c. Section 6 Site Plan Standards, and
the amendment of the County Subdivision Ordinance: Section 8 Design Standards,
so as to limit the height of agricultural structures and gasoline canopies, limit parking for commercial uses to commercially zoned property, provide for Highway Access Management Standards for Site Plans and Subdivisions. TA-04-05*

Chuck Johnston, Planning Administrator, provided a brief overview of the proposed text amendment to the Clarke County Zoning Ordinance. Supervisor Weiss asked if the height limits included grain elevators. Mr. Johnston stated that they were included and that farmers would be present to address the matter. Chairman Staelin said that the language regarding the height limits for canopies was ambiguous as to whether the measurement was top, bottom or clearance height. Mr. Johnston stated that all height measurements are to the top of the structure. Mr. Staelin further requested that the access management standards be given in layman's terms with illustrations.

Supervisor Dunning moved to set the matter, as amended, for public hearing on June 15, 2004, at 10:00 a.m. or as soon thereafter as the matter may be heard.

The motion carried as follows:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

Set Public Hearing – Text Amendment [TA-04-07]

The Clarke County Planning Commission will consider the amendment of the County Zoning Ordinance:

*a. Section 3-A-1-a-(3) Special Uses in the AOC Zoning District;
b. Section 3-A-2-a-(3) Special Uses in the FOC Zoning District;
d. Section 3-C-2 Supplementary Regulations; and
e. Section 9-B Definitions of Assisted Living Facility, Country Inn, and Kennels
so as to update the definition of facilities for the care of aged, infirm, or disabled adults, clarify the definition of a Country Inn, and stipulate that Assisted Living Facilities, Country*

Inns, and Kennels are allowed only as accessory uses to Single Family Detached Dwelling. TA-04-07

Chuck Johnston, Planning Administrator, provided a brief overview of the proposed text amendment to the Clarke County Zoning Ordinance. The proposed change includes setting a maximum of 12 guest rooms and setting a 14-day stay limit for country inns. He also said that if the country inn shared a parcel with a house the guest rooms had to be within 50 feet of the house. Chairman Staelin stated that the country inn also requires a DUR. Supervisor Dunning noted that kennels do not have distance limits established. Mr. Johnston said that the Board could add a distance limit from the dwelling.

Supervisor Dunning moved to set the matter, as amended with a minimum distance between a dwelling and a kennel, for public hearing on June 15, 2004, at 10:00 a.m. or as soon thereafter as the matter may be heard.

The motion carried as follows:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

Set Public Hearing – Text Amendment [CC-04-02]

The Clarke County Board of Supervisors will consider the amendment of the Clarke County Septic Ordinance, 143-9 System Siting, so as to add Section G limiting the maximum distance a drainfield may be located from a house to 400 feet. CC-04-02

Chuck Johnston, Planning Administrator, provided a brief overview of the proposed text amendment to the Clarke County Code Chapter 143 Septic Systems. Mr. Johnston explained that the limits would apply to all new construction and would apply to the reserve. Supervisor Dunning stated that the proposed amendment should be modified to read no portion of the drainfield can be further from the house than 400 feet.

Supervisor Dunning moved to set the matter, as amended, for public hearing on June 15, 2004, at 10:00 a.m. or as soon thereafter as the matter may be heard.

The motion carried as follows:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

Discussion Of Committee Action

Personnel

David Ash provided the Board the list of appointments and commissions that will expire by year-end 2004. Chairman Staelin stated that they would begin review.

Board of Supervisors Work Session

David Ash stated that the Board of Supervisors Work Session was conducted entirely in Closed Session and there was nothing that could be disclosed to the public at this time.

Finance

Litter Committee Request to carry over unspent funds to FY 2005.

The Litter Committee is providing recycling containers at various schools and desires to use income received this year to offset future actual billings in order to avoid losing either the local income or income from the state grant as a result of the Fiscal Year ending. The Finance Committee suggests the Litter Committee be allowed to carry over unused funds at year-end—estimated to be about \$5,000, and requested that the Litter Committee be asked to provide the Board of Supervisors with an update on their activities.

Humane Foundation request for contribution.

The Clarke County Humane Foundation has requested the transfer of the County's \$200,000 contribution to the Animal Shelter. The Finance Committee recommends approval of the transfer and requests that a financial statement and a copy of the proposed agreement be made available to the Board of Supervisors.

Supervisor Weiss moved to accept the recommendations of the Finance Committee as presented for the Litter Committee. He further moved to hold the Humane Foundation matter over for consideration at the next regular meeting of the Board of Supervisors on June 15, 2004.

The motion was approved by the following vote:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Absent
Supervisor Weiss	-	Aye

Bills And Claims

Chairman Staelin reviewed the Bills and Claims for the general government and schools for the May 2004 Board of Supervisors meeting.

Chairman Staelin moved to approve the Bills and Claims for the general government as presented.

The motion carried as follows:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Absent
Supervisor Weiss	-	Aye

Project Update

David Ash provided the monthly project update to the Board of Supervisors.

Miscellaneous

Second Floor Access in the Circuit Courthouse

Chairman Staelin requested a plan of action for the installation of an elevator be provided to the Board at the next meeting of the Board of Supervisors. Chairman Staelin reminded the Board that the money for an elevator was budgeted. Mr. Staelin advised Supervisor Weiss this matter would be moved to the Grounds Committee to which Mr. Weiss was appointed in January 2004. Supervisor Dunning requested that someone look at a stack/outside elevator during their review.

Board Goals and Priority List

David Ash distributed the drafted Project Priority List for Board review.

Mapping of Sinkholes and Springs: Supervisor Dunning advised Mr. Ash that he wished to take an active role in this project.

Economic Development: Supervisor Dunning commended Vice Chairman Hobert for his efforts on economic development and expressed his high-level of confidence in his abilities. David Ash was requested to add Economic Development to the Board of Supervisors Work Session Agenda to discuss next steps.

Conservation Easement Program: Supervisor Dunning stated that rollback taxes could be used and suggested several sources of funding should be identified to fund this program.

Fee for Service: Vice Chairman Hobert suggested that a group be formed with representatives from Frederick County, the City of Winchester and Clarke County to discuss how to proceed. Chairman Staelin requested David Ash to follow up with John Riley, County Administrator Frederick County.

Revise Festival/Entertainment Permit Ordinance: It was determined that this item could be acted upon immediately.

600-sq-Foot Structure Limit for Guest [Mother-in-Law] Cottages: Add this item to the list of priorities. The Planning Commission is currently reviewing this matter.

Renovation of Sheriff's Office & Circuit Courthouse Elevator: Supervisor Byrd suggested that these two items be combined and added to the project list.

Chairman Staelin stated that he and David Ash would work together to restructure the priorities list. He noted that some of the listed projects had prolonged timeframes. Those items that can be acted upon now are the Circuit Courthouse Elevator and Sheriff's Office Renovations, Conservation Easement, Special Entertainment Permit Revision, and EMS Fee for Service.

Supervisor Dunning addressed the issue of enforcement of Planning and Zoning regulations. Chairman Staelin stated that a job description needs to be developed and the position advertised. Mr. Staelin noted that there was money in the budget to fund this position.

Closed Session

Supervisor Byrd moved to convene into closed session pursuant to Section §2.2.3711-A1 and §2.2.3711-A3 of the Code of Virginia, as amended, to discuss personnel and real estate issues.

The motion was approved as follows:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Byrd moved to reconvene in open session. The motion carried as follows:**

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Absent
Supervisor Weiss	-	Aye

Supervisor Byrd moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

The motion was approved by the following roll-call vote:

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Absent
Supervisor Weiss	-	Aye

Summary Of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Forward approved Resolution Proclaiming June 12, 2004 as Harry F. Byrd, Jr. Day to Michael Foreman.	David Ash
2.	Arrange with VDOT times and places for a meeting with the District Traffic Engineer.	David Ash
3.	Appoint a Board of Supervisors liaison to the capital campaign committee for the Senior Center.	John R. Staelin

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
4.	Conduct a conference call with Helen Cockrell, Shenandoah Area Agency of Aging, to discuss the memorandum of understanding.	David L. Ash / John R. Staelin
5.	Check to see if an office for Parks was included on the original plans for the Senior Center.	Lisa Cooke
6.	Review the voting machine replacement request and report to the Board. Add to Finance Committee Agenda.	David L. Ash / Tom Judge / Finance Committee
7.	Contact Tom Judge to determine whether a supplemental appropriation is required for voting machine purchase and on what amount a Public Hearing would be required.	David L. Ash
8.	Advertise Public Hearings for Special Entertainment Permit – 29 th Annual Virginia Wine Festival – August 21 & 22, 2004 at Historic Long Branch; TA-04-05; TA-04-07; CC-04-02	David L. Ash
9.	TA-04-05 - modify access management standards using layman's terms with illustrations.	Chuck Johnston
10.	TA-04-07 - add distance limits from dwelling to a kennel.	Chuck Johnston
11.	CC-04-02 – modify to read no portion of the drainfield can be further from the house than 400 feet.	Chuck Johnston
12.	Add to Personnel Committee agenda discussion of adding a voting member from the Board of Supervisors to the Industrial Development Authority and the Sanitary Authority.	David L. Ash
13.	Add Economic Development to the Board of Supervisors Work Session Agenda to discuss next steps	David L. Ash
14.	Review and restructure Board of Supervisors Goals and Priorities List.	David L. Ash / John R. Staelin
15.	Add elevator and renovation of Sheriff's Office to the project list.	David L. Ash
16.	Follow up with John Riley, County Administrator Frederick County on how to proceed with a fee for EMS service.	David L. Ash
17.	Send letters of recognition to retirees from Clarke County Schools.	David L. Ash

Status Update Summary of Required Actions Follow Up List Item No. 82: Vice Chairman Hobert advised that the Economic Development Advisory Committee had reviewed the need for a telecommuting facility and it was determined not to be economically viable.

Status Update Summary of Required Actions Follow Up List Item No. 154: Chairman Staelin said that he had been informed that Ed Breslauer was not the correct contact to provide names and addresses for letters of recognition to students and coaches. He informed the Board that there is an issue regarding the disclosure of student addresses. He suggested that letters written to students be sent to the school.

Vice Chairman Hobert stated that there were several persons retiring at the end of this school year from the Clarke County School system. He requested letters of recognition be sent to the retirees. Chairman Staelin suggested that the letters be sent to the school if there are any conflicts regarding disclosure of home addresses.

Adjournment:

There being no further business, Chairman Staelin adjourned the meeting at 12:58 pm.

Next Meeting Date:

The next Board of Supervisors meeting is set for June 15, 2004, at 9:00 am in the Board of Supervisor's Meeting Room, Second Floor of the Circuit Courthouse, 102 N. Church Street, Berryville, Virginia.

ATTEST: May 18, 2004

John Staelin, Chairman

David L. Ash, County Administrator